

DELAWARE COUNCIL ON REAL ESTATE APPRAISERS

INSTRUCTIONS FOR APPLICATION FOR LICENSED OR CERTIFIED APPRAISER

1. The pro-rated processing fee that must be submitted with the application form is non-refundable. Make check or money order payable to "State of Delaware." See Fee Schedule at <http://www.dpr.delaware.gov/boards/realestateappraisers/fees.shtml>.
2. There is a Federal Registry fee due prior to the issuance of a license. If your license is approved between November 1st of odd years and October 31st of even years, the fee is \$50.00. If your license is approved between November 1st of even years and October 31st of odd years, the fee is \$25.00. This fee is in addition to the processing fee. Make check or money order payable to "State of Delaware."
3. You must complete the required hours of qualifying education before submitting an application for Council approval. Photocopies of certificates of completion for qualifying education courses must be submitted with the application form.

Licensed Real Property Appraiser – 90 hours
Certified Residential Real Property Appraiser – 120 hours
Certified General Real Property Appraiser – 180 hours
4. You must submit with your application a photocopy of your Experience Log in the approved format provided by the Council.
5. Once the application is considered complete, the Council will review the application to determine whether to approve you to sit for the exam. If approved, the Council will provide you with the necessary form to submit to the exam service.
6. After you pass the exam, the Council will receive a report of grades from the exam service for review and consideration.
7. If you are currently licensed or certified as a real estate appraiser in any state, you must complete the reciprocity application and not this application form.



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

DELAWARE COUNCIL ON REAL ESTATE APPRAISERS

APPLICATION FOR LICENSED OR CERTIFIED REAL PROPERTY APPRAISER

Please check one of the following:

- _____ Certified General Real Property Appraiser
_____ Certified Residential Real Property Appraiser
_____ Licensed Real Property Appraiser

1. Name: _____
First Middle Last

2. Current Residence:

Street Address

City State Zip Code

3. Home Phone: _____ Business Phone: _____
E-mail Address: _____

4. Social Security Number: _____

Qualifying Real Estate Appraisal Education:

List each qualifying appraisal education course you have completed that consisted of at least fifteen (15) classroom hours and included an examination. At least 15 hours must be in the required USPAP course. You must submit a photocopy of transcripts and/or documents establishing completion of the required education. Attach additional sheets if necessary.

Course Title	Name of Sponsor	No. of Hours	Month/Year Completed
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_____	_____	_____	_____
_____	_____	_____	_____

Course Title	Name of Sponsor	No. of Hours	Month/Year Completed
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Appraisal Experience:

You must claim your appraisal experience. Please attach a copy of your Experience Log in the approved format provided by Council. See Experience Log and Instructions located at <http://www.dpr.delaware.gov/boards/realestateappraisers/forms.shtml>. NOTE: Include in the Experience Log only appraisal experience which is supportable and documented.

VERIFICATION OF APPLICANT'S EXPERIENCE
BY OATH OR AFFIRMATION

I, _____, being at least eighteen years of age, affirm and state that the experience log submitted in support of this application is true and correct. Upon request of the Council, I shall make available for examination copies of appraisal reports or files prepared by me for which I claim experience in the experience log or any of the appraisal reports or files prepared by me in the course of my practice notwithstanding the fact that such reports or fields were not listed on the experience log submitted in support of this application. I affirm and state that I have acquired the hours of experience in real estate appraisal activities in the amount and as required for the certificate or license for which I am applying, as indicated below, and that these activities for which I claim experience are truthfully represented in the experience log.

Check one:

_____ Certified General Real Property Appraiser

The certified general real property appraiser classification applies to the appraisal of all types of real property. 3000 hours of appraisal experience.

_____ Certified Residential Real Property Appraiser

The certified residential real property appraiser classification includes the appraisal of vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes. 2500 hours of appraisal experience

_____ Licensed Real Property Appraiser

The licensed real property appraiser classification applies to the appraisal of non-complex one to four residential units having a transaction value of less than \$1,000,000 and complex one to four residential units having a transaction value of less than \$250,000. 2000 hours of appraisal experience.

Signature of Applicant

Answer Yes or No to each of the following questions:

Are you currently licensed or have you ever been licensed or certified as a real estate appraiser in any state? Yes _____ No _____

If the answer to this question is yes, you must attach a letter of good standing from each state in which you are or have ever been licensed or certified.

Have you ever been denied an appraiser license or certificate; had an appraiser license or certificate or professional license of any type suspended, revoked, or surrendered; or been issued a letter of reprimand in Delaware or elsewhere? Yes _____ No _____

If the answer to any of these questions is yes, you must provide a copy of the licensing agency's order and a complete explanation.

Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense in any jurisdiction? Yes _____ No _____ **If yes, submit a certified copy of your criminal history record.**

Professional Endorsements (2):

I, the undersigned, do hereby certify to the Delaware Council on Real Estate Appraisers that I am not related to the applicant; that the applicant is well known professionally to me; and that he/she has a good professional reputation for honesty and integrity and is knowledgeable of the appraisal profession.

Name of Endorser

Signature of Endorser

Street Address or PO Box

City

State

Zip Code

Phone Number

I, the undersigned, do hereby certify to the Delaware Council on Real Estate Appraisers that I am not related to the applicant; that the applicant is well known professionally to me; and that he/she has a good professional reputation for honesty and integrity and is knowledgeable of the appraisal profession.

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The Council office must receive items submitted for the Council to consider at its meeting no later than two full business days before the meeting. In order to be considered at a Council meeting, license applications must be complete two full business days before the meeting. A complete application is one that includes all required documentation and correct payment.

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.

Please note: When your application is complete, please allow 4-6 weeks to receive your license.

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested.

I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators.

Signature of Applicant

Date

State of _____
County of _____

Sworn and subscribed to before me at _____ this _____
day of _____, 20____.

SEAL

Signature of Notary Public

My Commission Expires: _____